CADDIS PROJECT
California Developmental Disabilities Information System

DDS Department of Developmental Services
"Building Partnerships, Supporting Choices"

A MESSAGE FROM JOHN MOISE, CADDIS PROJECT SPONSOR

After several years of hard work by regional centers and the Headquarters' CADDIS team, the date for final proposals has arrived. On October 11, 2001, all bidders were required to submit their final proposal. The CADDIS evaluation team will spend the next couple of months evaluating the proposals and determining which one will best meet the requirements specified for the new system.

What began as a request by the Association of Regional Centers Agencies (ARCA) to study the feasibility of replacing the Uniform Fiscal System software has progressed to an allocation of $9 million and a formal procurement for a new software system for the regional centers. At the conclusion of the study, ARCA and the Department (DDS) accepted the study's recommendation to acquire a software package that is already developed, referred to as commercial off-the-shelf software. On March 29, 2001, a Request for Proposal (RFP) was released that contained over 400 requirements for the software. These requirements have been developed over the last 15 months by representatives of 19 regional centers. Your representatives have worked diligently to assure that the best possible software application, using current technology, is procured.

We recognize that many people have devoted considerable time in defining exactly what the software will do. This process is similar to constructing a large building. It is critical that the blueprints are carefully thought out and articulated in a clear and precise manner; otherwise, the product "will not function as needed." On behalf of DDS, I would like to express our thanks and appreciation to all who contributed to this effort, both through direct involvement, as well as covering the workload that remained while your colleagues were working on this project.

We are about to cross a key milestone, much work has been done, and significant items are ahead of us. We look forward to the realization of our collective efforts that are in support of our primary purpose: to develop tools that will better assist regional centers in their vital work on behalf of individuals with developmental disabilities and their families.

Once the software selection is made, we will be able to advise you of the implementation schedule, which will vary by regional center. Our original project schedule calls for the system to be operational at all regional centers by June 30, 2003.

CADDIS Project Contact

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Frequently Asked Questions

With each newsletter, we include two to three frequently asked questions related to the upcoming CADDIS implementation. We hope that this section will provide you some insight to the many benefits of the new CADDIS solution and how it will improve your regional center's ability to support and service your consumers' needs.

WIll CADDIS replace the Electronic Billing System (EBS)?

No, CADDIS will not replace the existing EBS. However, CADDIS will interface with the existing EBS environment so the regional centers can continue to provide electronic billing services as they do today.

WIll the IPP and IFSP be tracked by CADDIS?

Yes, the CADDIS environment will require all IPP and IFSP information to be entered into the system. The IPP and IFSP goals will be "linked" to the purchase of service functions greatly improving the service coordinator's ability to track the consumers' goals and their respective purchased services. With the consumer information being available on-line (i.e., complete IPP, IFSP, and POS information), case transfers will be greatly simplified and all of the consumers' on-line information will be immediately available to the receiving regional center upon acceptance of the case transfer.

CADDIS PC and Printer Technology

The state procurement process utilizes a "best value" procurement process to select potential bidders that satisfy the CADDIS requirements as defined in the CADDIS RFP. The "best value" procurement process requires potential bidders to propose their best total solution (i.e., software and hardware of their choice) that satisfies the CADDIS application business requirements. To preserve our investment in our existing Windows-based desktop environment, the RFP defines technology guidelines that require the future CADDIS solution to operate within the Windows environment. The following provides an overview of the CADDIS RFP technology requirements associated with the minimum PC desktop hardware and Windows-based printers.

Minimum PC Desktop Hardware

As defined within the RFP, the CADDIS solution will operate in the Microsoft Windows desktop environment. In addition, the RFP requires the CADDIS solution to meet specific response time criteria on a pre-defined minimum PC desktop configuration. The RFP defines the minimum CADDIS desktop environment as an Intel Pentium-based (or equivalent) personal computer system with a minimum CPU speed of 400 mhz, a minimum of 128 megabytes of main memory, and 8 gigabytes of disk storage. This minimum configuration defines a system baseline from which to measure end-user system performance. Although some regional center desktop systems may not meet the RFP minimum PC desktop configuration, those desktop systems are not precluded from accessing the CADDIS solution. However, the regional center PCs that do not meet the minimum PC configuration requirement will not be guaranteed to perform at the response time levels defined in the RFP.
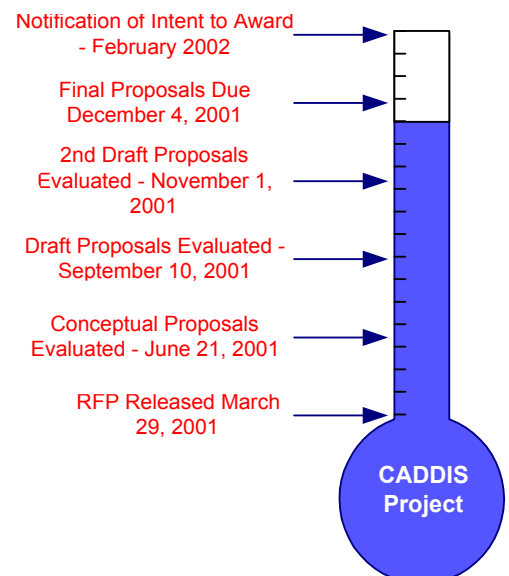
Windows-based Printers

As with the desktop environment, the RFP requires the selected CADDIS solution to implement standard Windows print functions and support both laser and dot matrix printers for all system-generated printed output. This requirement will permit the regional center to leverage most of its existing Windows network-based printers under the new CADDIS environment. As defined by the open procurement process, the RFP could not prescribe proprietary or non-industry standard printer requirements to the bidding community. Therefore, it is unclear at this time whether the existing non-Windows-based (proprietary) high-volume impact printers will be supported by the new CADDIS solution. DDS suggests that any future printer purchases focus on industry standard Windows-based network printers for high-volume printing needs.

DDS will not have the specific printer support information available until the bidder evaluation and selection process is complete.

CADDIS Bidder Selection Progress Gauge

The CADDIS requirements were defined by over 100 regional center and DDS participants from July 2000-November 2000 through statewide working sessions, site visits, and interviews. The RFP was developed and approved by the state control agencies and then released to the public on March 29, 2001. The RFP can be obtained from the CADDIS website. The following gauge illustrates the current status of the CADDIS Bidder Evaluation and Selection progress.

Notification of Intent to Award - February 2002

Final Proposals Due December 4, 2001

2nd Draft Proposals Evaluated - November 1, 2001

Draft Proposals Evaluated - September 10, 2001

Conceptual Proposals Evaluated - June 21, 2001

RFP Released March 29, 2001

CADDIS Project

A BIG DDS THANK YOU!

During this project effort, DDS and its consultants conducted numerous Joint Application Development (JAD) sessions and focused workgroup sessions with regional center and DDS staff to define the CADDIS business requirements and the regional center policies related to Consumer Services, Vendor Services, and Fiscal Administration. DDS would like to take this opportunity to extend its appreciation for the efforts of the more than 100 regional center and DDS staff and management that participated in the CADDIS project activities thus far. In recognition of their efforts, we have included a list of the regional center and DDS staff and management that participated in the numerous JAD and focused workgroup sessions over the past 15 months.
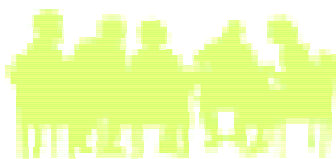
Special Thanks

DDS would like to extend a special Thank You to Janet Goehring of Inland Regional Center and Jacque Maitre of San Andreas Regional Center for their commitment of time and energy to the CADDIS procurement process. Janet and Jacque have contributed an extraordinary amount of time participating in the procurement effort. We also want to thank their management for working with DDS and allowing them to participate in this important team effort.

CADDIS Project Steering Committee Members

Member	Title	Organization
Jerry Bowman	Director of Administrative Services	Kern Regional Center
Ken Buono	Deputy Director, Administration Division	DDS
Dan Conway	Project Management Consultant	DDS
Susana Gil	Director of Consumer Services	North Los Angeles Regional Center
Dick Jacobs	Director	Valley Mountain Regional Center
John Moise	Deputy Director, Information Services Division	DDS
Becky Pipoly	CADDIS Program Manager	DDS
Sharon Smyth	Director of IT and Facilities	Westside Regional Center
Dale Sorbello	Deputy Director, Community Operations Division	DDS
Carol Tomblin	Director of Community Services	San Gabriel/Pomona Regional Center

CADDIS Participation List

First Name	Last Name	Organization	First Name	Last Name	Organization
Paul	Amuchie	SCLARC	Debra	Mannon	ICRC
Kati	Ash	NLACRC	Tollea	Marshall	SCLARC
Mike	Aspinall	DDS	Shirley	Martin	ICRC
Mary Jo	Bacon	ICRC	Mike	Masui	DDS
Barry	Benda	GGRC	Bill	McLain	TCRC
Tom	Blythe	DDS	Gabriele	McLean	SGPRC
Jerry	Bowman	KNRC	John	Meenan	CVRC
Pat	Bramble	DDS	Deborah	Millot	ICRC
John	Briggs	DDS	Julia	Mullen	DDS
Paul	Bryant	DDS	David	Mulvey	TCRC
Judith	Cabral	VMRC	Steve	Nakata	DDS
Beth	Calara	SARC	Sandra	Navarro	ACRC
Bette	Cohen	KNRC	Chris	Norrdin	CVRC
Joan	Daniels	NLACRC	Lorna	Owens	TCRC
Glenda	Davis	DDS	Gail	Parker	HRC
Corina	DeLeon	ICRC	John	Popadak	ICRC
Octavio	Figueroa	SCLARC	Carie	Powell	DDS
Jane	Flud	VMRC	Kaye	Quitero	HRC
Lucina	Galarza	SGPRC	Rose	Ramos	ACRC
Susana	Gil	NLACRC	Barbara	Rogers	DDS
Janet	Goehring	ICRC	Kim	Rolfes	NLACRC
Todd	Golterman	DDS	Elizabeth	Sagui	RCOC
Jan	Gomez	CVRC	Greg	Saul	DDS
Bev	Gray	FNRC	Rhea	Schnurman	NBRC
Gwenlyn	Guinn	VMRC	Jeff	Shweissinger	TCRC
Margie	Henderson	ICRC	Richard	Sickert	ACRC
Kevin	Herink	HRC	Paula	Signorelli	TCRC
Edith	Hernandez	ELARC	Jayne	Sims	RCEB
Beth	Hibbert	DDS	Suzanne	Slayton	DDS
Mutia	Hull	SGPRC	Allan	Smith	DDS
Terry	Jew	DDS	Sharon	Smyth	WRC
Nancy	Johnson	KNRC	Nancy	Spiegel	HRC
Kim	Kaye	HRC	Dana	Steinberg	NLACRC
Kathy	Keon	HRC	Merissa	Steuwer	ICRC
Rosa	King	DDS	George	Stevens	NLACRC
Al	Kitay	DDS	Phil	Stucky	TCRC
Jennifer	Klein	ACRC	Mary Lou	Stusser	WRC
Jim	Knight	DDS	Jerry	Sunada	FDLRC
Marilyn	Kostry	SCLARC	Teria	Tetz-Hall	TCRC
Nancy	Kubota	RCEB	Peter	Tiedemann	ARCA
Edward	Kutik	SGPRC	Carol	Tomblin	SGPRC
Larry	Landauer	RCOC	Gail	Van Slooten	KNRC
Sherry	Leopold	HRC	Carmen	Villegas	CVRC
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Sharon	Loya	SGPRC	Nicole	Weiss	VMRC
Abdul	Mahmood	CVRC	Monica	Williams	SCLARC
Jacque	Maitre	SARC	Ron	Willsey	SARC
			Anne	Winck	RCRC
			Edward	Yan	DDS